

How to Use

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

www.facebook.com



1. **Fill out the Sign Up form.** You will need to enter your first and last name, your email address, your birthday, and your gender. You will also need to come up with a password. Facebook accounts are free.

You will log in to Facebook with the email address you provide.



2. **Build a profile**



Add a friend or two. Before you begin creating your profile, Facebook will suggest people to add as friends. If you don't recognize them, feel free to skip to the next step of the process. You will then be asked if you want to scan your email accounts for any other Facebook users. Again, you can skip this process if you'd like and just add friends through Facebook itself later.



Fill out your Profile info.

- Enter in your education and current employer. This is completely optional, but will help others find and connect with you.
- Add a photo of yourself. It's called Facebook for a reason! You can upload a photo from your computer or take a photo of yourself using your webcam.
- You can change the privacy settings of this information at any time.




Verify your account. Once you've finished the account creation process, you will be taken to your Newsfeed. At the top of the page, you will see a message notifying you that an activation email has been sent to the address you signed up with. Open the email and click on the verification link. You will need to enter the code that is included in the message.

Once your account is verified, you can begin using Facebook.



Fill out the rest of your profile. Click the "Edit Profile" link underneath your picture in the top-left corner. Add the information that you want to share. You can add a lot of information to your Facebook account. Some profile options include:

- Relationship Status
- Hometown
- Current Home
- Favorite Quotes
- Religious Views
- Political Views


 Set the privacy options for each piece of information you add. When you add information to your profile, you can click the Privacy button to the right of the entry. This will allow you to choose who can see what you've shared. You can share with your Friends, the Public, and specific lists (groups) of friends.

- Click the Gear or arrow icon in the top-right corner of the Facebook page. Click the "Privacy Settings" option to open the Privacy Settings and Tools page.


Review your available options. This menu will allow you to change the basic privacy settings that affect your whole Facebook account. Because of the social nature of Facebook, people tend to post a lot of personal information. Customizing your settings can help you keep personal information private. Be sure to review this section carefully so that you know who can see what.



3. Adding Friends

 Search for people to add. Facebook is all about making connections. Whether it's keeping in touch with your cousin across the country or catching up with an old schoolmate on the other side of town, your Facebook experience will improve by adding connections.

- Enter a person's name, email address, or phone number into the search bar at the top of the page. This will return a list of results. Click the result from the list, and then click the "Add friend" button. This will send a message to the person asking to confirm your friend request. You can include a personalized message with your friend request. Be careful that you select the correct person. There are many people with the same name.
- When the other person accepts the request, you will become friends with them and will have access to their timeline.

 Respond to friend requests. As you start connecting with other people on Facebook, you'll start receiving friend requests from other users. You can see your pending requests by clicking on the Friends icon on the top of the Facebook screen.

- Next to each request you will see the number of mutual friends you have with that person.
- You can click the person's name to see their basic profile.
- Click the Confirm button to add the person as a friend, or the Not Now button to ignore the request.
- Unfriend people you no longer want to connect with. If you no longer want to stay connected with someone, you can unfriend them so they no longer have access to your information and posts. To do this, click on the friend to open their profile, click the Friends button at the top of their page, and then select Unfriend.



4. Posting and Responding to Posts



Share what's on your mind. To make a post, click the field at the top of your Newsfeed or Profile. You can start typing what you want to share. When you are ready to post, click the blue Post button.

- Click the Privacy button next to the Post button to choose who can see your post.
- Typing in a “@” symbol followed by a friend's name will bring up the option to tag that person in your post. They will receive a notification that you've tagged them in your post.
- Add a location to your post by clicking the Pin icon at the bottom of the post box.



Comment on a friend's post. In your newsfeed, you will see a list of your friends' posts. Underneath each post will be a box with your profile picture and a text field that says “Write a comment”. Click the field to add your comment. You can tag other users in your comment just like you would a regular post.

- You can “Like” a post to show that you think it is a good post worthy of being seen. Posts that get Liked end up at the top of your friends' newsfeeds more often, and can help posts spread across Facebook.
- Share a link to another site. You can link to material all over the web by using your status update. Simply paste the URL for the site you want to link to and you will see a preview appear below the text field. You can then delete the link and the preview link will remain.
- You can link just about anything, including YouTube videos, blog articles, images, and more.
- Like pages on Facebook. You can search for artists, musicians, businesses, organizations, and more using the Facebook search bar. You can then “Like” these pages to receive updates on your newsfeed when they are posted. A lot of times, you can receive deals and early releases by being a Facebook fan.




5. Uploading Photos & Video



Click the “Add Photos/Video” button at the top of your newsfeed. This will show two options: Upload Photos/Video and Create Photo Album. Clicking on either of these will open a file browser where you can browse for photos and videos on your computer.


- You will be given the option to add additional photos after you select your first one.
- You can tag friends and write a comment or description of the photo(s).
- This method makes your photos a post on your timeline.
- Create a photo album. If you choose the Photo Album option, you will be able to upload multiple photos into one album. The album editor will open and you will be able to give the album a name and a description.
- You can also add a location for the album.

 Delete photos you've uploaded. If you want to remove a photo that you've uploaded, you can do so from the photo manager. Click the Photos link in the left menu underneath your profile picture. This will open up all of your photos and albums.

- Navigate to the photo that you want to delete.
- Click the pencil button in the top-right corner of the photo preview. This will open a menu. Click the "Delete This Photo" option to remove the photo from your uploads.




6. Chatting with Facebook Friends


 You will need the Messenger App on an iPad. Select Message icon..... New Group (If you want to name the group e.g. for a club) or New Message icon and select all the friends you want to chat with. If you reuse this thread all participants will receive all messages.

Web: Click a friend's name from the list under the conversation bubbles. This will open a small chat window at the bottom of the page. You can send messages to other Facebook members, even if they are not online.



7. Facebook Help


 If you are not sure about something you will find the **Facebook Help Centre** at the bottom of the left hand menu of your newsfeed page. You can ask a question or look under the established headings.

 Privacy settings can be accessed from this menu as well.



8. Profile Page and Newsfeed

Both are accessible from your lefthand menu.

 Profile Page: This is where you can make changes to your profile, see what you have posted or shared, set or change your profile picture and cover photo, share photos and write, edit, hide, delete posts and more.

Newsfeed: This is where you can read the posts of others, share or like posts of others. Others can be your friends, groups you have joined, people or pages you have 'liked' or Facebook advertising (sorry you can't avoid it). You can choose to hide specific ads by selecting the small grey arrow at the right of the post. You will see options from save the link to hide all ads from this poster.

Explore and learn. The more you play the better you will get.

